

SUBJECT: Contract Services	NUMBER: 1-22.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.18.01	APPROVED: Sheriff

I. POLICY

Police services are at times requested for special events throughout the year in the County of Valencia. Businesses and other interest groups may request to hire Sheriff Deputies to provide security for their event. Special events may include but are not limited to sporting events, parades, gatherings, marches, concerts, and political conventions. Prior to the event a detailed description of the specific service(s) as well as the financial terms of the contract, duration, modification and termination of the contract as well as any liability issues will be agreed upon.

II. PROCEDURES

The Undersheriff or designee is responsible for coordinating the number of deputies present at the function and their duties.

- A. It is the responsibility of the individual coordinating the event to develop a written plan, which will be maintained by the agency, that establishes at a minimum:
 - 1. Use of special operations personnel, if needed;
 - 2. Necessary equipment available and /or facilities;
 - 3. Designation of a single agency person or position as supervisor and coordinator for the coverage of a given event;
 - 4. Written estimate of traffic, crowd control and crime problems expected for any given event;
 - 5. Logistical requirements;
 - 6. Coordination inside and outside the agency; and
 - 7. A contingency plan for traffic direction and control, which should include, if applicable:
 - a. Entry and exit of vehicular and pedestrian traffic;
 - b. Adequate parking facilities;
 - c. Spectator control;

- d. Public transportation;
- e. Relief of deputy assigned to point traffic control;
- f. Emergency vehicle access;
- g. Alternate routes for through traffic;
- h. Use of temporary traffic control devices;
- i. News media access
- j. Ensure all permits are acquired

B. After-event report

1. The supervisor coordinating the event will complete an after action report, when requested. The report will detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
2. A copy of the after action report should be forwarded to the Sheriff through the chain of command.

C. Deputies will submit overtime sheet to the coordinating supervisor for approval. After approval from supervisor the deputy will submit to the approved overtime request to the deputy's supervisor so that it will included with payroll. Deputies will be paid their overtime rate unless there is an agreement for a different amount.